

<div>Validation Checklist</div> <div>Indirect-to-Direct Report Garrison Transitions</div>			
<div>IMA-EURO HR Civilian Personnel</div> <div>Item</div>	<div>Date:</div>		
	<div>Location:</div>		
	<div>Overall Rating:</div>		
	Green	Amber	Red
1.1 Ensure DHRs have access to HQ IMA and IMA-EURO policies and SOPs			
1.2 Ensure DHRs are aware of recurring reports			
1.3 Ensure DHRs know Region POCs for HR program areas			
1.4 Ensure that proper access and training for automated personnel systems (including IMA-EURO unique systems) exists			
1.5 Ensure hierarchy schemes are established, published, and maintained.			
<div>Inspector's Name, Signature, Position, Title, Grade:</div>			
<div>Remarks:</div>			

Black font denotes substantive actions to be taken by IMCOM-EURO HQ.  
Blue font denotes procedural checks to be performed by IMCOM-EURO HQ